

# CHECKLIST

## WHAT YOU NEED

**All Renewal and Duplicate Applicants** for a driver's license or ID card will need to provide the following documents:

**NOT for Federal Identification**  
(a secure card that does not meet REAL ID Act requirements)

- Current Card
- Renewal Notice
- One Proof of Residency with Your Name and Physical Address

### YOU WILL ALSO NEED:

- One Additional Proof of Residency If Your Address Has Changed
- Name Change Documents (if you choose to change your name on your current driver's license or ID card)

\*If your driver's license or ID card has been lost, stolen, or destroyed, you must also provide one proof of identity and one proof of WV residency document which includes your name and address to obtain a new card.

## **FOR Federal Identification**

(a card containing a "gold star", indicating that it meets REAL ID Act requirements for nationwide federal use at airports and other designated federal facilities)

- One Proof of Identity Document
- One Proof of Social Security Number Document
- Two Proof of WV Residency Documents Containing Your Name and Physical Address

### YOU WILL ALSO NEED:

- Name Change Documents (for ANY and ALL name changes or if your name is different from what appears on your proof of identity)

✓ When your application is processed, you will receive a temporary card to carry until an official For Federal Identification Card is delivered to your address via United States Postal Service.

call 800.642.9066

## FOR MORE INFORMATION

Frequently Asked Questions  
[dmv.wv.gov/SLFAQ](http://dmv.wv.gov/SLFAQ)

General Licensing Information  
[dmv.wv.gov/drivers-licenses](http://dmv.wv.gov/drivers-licenses)

For more information on the REAL ID Act,  
please visit [www.dhs.gov](http://www.dhs.gov)

Call us at 800.642.9066 and a  
representative will be happy to answer  
any of your DMV questions.



# West Virginia DRIVER'S LICENSES & IDENTIFICATION CARDS

## YOU HAVE A CHOICE!

### Driver's Licenses & Identification Cards



### **NOT for Federal Identification**

- Secure WV License
- Ages 21 and Over



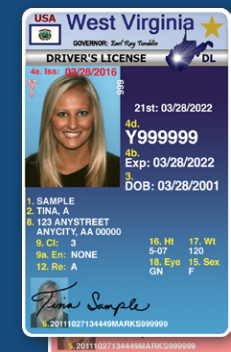
### **FOR Federal Identification**

- REAL ID Compliant License (indicated by gold star in top corner)
- Ages 21 and Over



### **NOT for Federal Identification**

- Licenses and ID cards issued to applicants ages 15 to 17 have a red background (pictured left).
- These cards display the cardholder's 18th and 21st birthdays.



### **FOR Federal Identification**

- REAL ID Compliant License (indicated by gold star in top corner)
- Licenses and ID cards issued to applicants ages 18 to 20 have a blue background (pictured left).
- These cards display the cardholder's 21st birthday.

visit [dmv.wv.gov](http://dmv.wv.gov)

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# NOTICE TO APPLICANTS

## ALL First Time, Transfer, and Expired Driver's License and ID Card Applicants:

A first time applicant must provide one proof of identity document, one proof of Social Security number document, two proofs of West Virginia residency with name and physical address, and proof of legal name change(s) if your name has changed or is different from what appears on your proof of identity document. **DMV must be able to establish a link between ANY and ALL name changes.**

### First time applicant rules apply to those whom:

- Have never obtained a West Virginia driver's license or ID card
- Have a WV driver's license or ID card that is more than six months expired; or
- Are transferring a valid driver's license or ID card from out-of-state.

**Additionally, all out-of-state driver's license or ID card transfers are required to exchange their out-of-state card for a WV card.** If you wish to transfer a driver's license and have lost your card, you must present a certified driving record from the state in which you are licensed. The driving record must be dated within the 30 days prior to the date you wish to exchange your out-of-state license for a WV driver's license. New residents who want to drive in WV must apply for a WV driver's license within 30 days after establishing residency.



# ACCEPTABLE PROOF DOCUMENTS

## for a West Virginia Driver's License or Identification Card



### **You will be required to provide ONE of EACH of the following:**

#### **Proof of Identity**

- An original or certified copy of a United States-issued **birth certificate** (U.S. Department of State and U.S. Military birth certificates ARE acceptable. Hospital birth certificates and Bureau of Census records are NOT acceptable.)
- Valid, unexpired **US Passport** or Official U.S. Passport Card
- If foreign born, valid, unexpired **Department of Homeland Security** documents

#### **Proof of Social Security Number**

- Original Social Security card with your current legal name
- Original Wage and Tax Statement (W-2) or payroll stub with your employer's name, employer's identification number (EIN), your full Social Security number, name and address (a photocopy of either document is NOT acceptable)
- 1099 form with your full Social Security number and full legal name

#### **Proof of Legal Name Change**

If you have changed your name, you may be required to provide some or all of the following:

- Certified marriage certificate (souvenir or minister's copies are NOT acceptable)

- Original or certified birth certificate with amended legal name
- Court order with legal name change
- Certified divorce decree(s) with legal name/name change
- If you are age 50 or over, have satisfied all other documentation requirements, hold a current WV driver's license or ID card in the name being verified, and have gone through at least one WV license renewal cycle, a signed statement may be submitted in lieu of the name change document such as the marriage certificate or divorce decree.

### **You will be required to provide TWO proofs of WV residency. Acceptable documents include:**

- WV utility bills (not more than 60 days old)
- Tax records issued by a city, county or state (does not include tax returns)
- WV mortgage documents, WV homeowner insurance documents for a WV residence, or proof of WV home ownership
- W-2 form that is not more than 18 months old (you may use the same W-2 as your proof of Social Security number)
- WV weapons permit
- A valid WV vehicle registration card
- WV Voter's Registration card

- Driver Eligibility Certificate that lists your street address (required for all applicants who are under the age of 18 who do not present a diploma or other certificate of graduation issued by a secondary high school at the time of application)
- Proof of WV public assistance
- Residential rental or lease agreement

***For a complete list of acceptable proof of residency documents, visit [www.dmv.wv.gov](http://www.dmv.wv.gov) or call 800.642.9066.***

#### **Unacceptable documents include:**

- Those with PO Box addresses
- Termination notices from a utility company
- Two documents from the same company
- Recurring documents more than 60 days old, such as utility bills and bank statements

## **CDL and GDL Applicants**

Both Commercial Driver's License and Graduated Driver's License applicants will be required to provide additional proof documents.

***For more information on all required documents, please contact DMV.***